

**MEETING SPACE REQUEST APPLICATION & FUNCTION NOTIFICATION FORM
BROWNFIELDS 2006 ■ BOSTON CONVENTION & EXHIBITION CENTER ■ NOVEMBER 13-15**

Instructions: To request the use of Brownfields 2006 meeting space or to notify the conference that your organization will be holding a function in conjunction with Brownfields 2006, please complete this form and submit it by one of the methods listed below. Requests for Brownfields 2006 meeting space must be received by **September 13, 2006**. For requests or notifications sent by e-mail, please rename this file with the name or acronym of the organization sending the form and the date the form was completed: (Brownfields2006_space_request.rtf), for example: ABC_050206.rtf. Files may be sent in Microsoft Word (.doc), Rich Text Format (.rtf), or in WordPerfect (.wpd).

E-mail to:
jkourmad@comcast.net
Please cc:
raia.anthony@epa.gov

Fax to:
Jan Kourmadas / 708-783-1129
cc: Anthony Raia / 202-566-2757

Questions:
Call Jan at 708-783-1127
Call Tony at 202-566-2758

Complete lines 1-2 and 4-15 for meeting space requests. Complete lines 1-12 for function notifications. Assigned meeting rooms will be preset for conference functions and must be used accordingly. If the educational session schedule permits changes to the meeting room setup and you choose to reset the meeting room, your organization will be responsible for all room resetting fees. Room reset requests must be received by September 30, 2006.

Please print or type the information requested below.

1. Meeting Space Request _____ or Function Notification _____ <i>(indicate with an X)</i>	
2. Organization:	3. Facility:
4. Planning and On-site Contact:	5. E-mail Address:
6. Telephone Number:	7. Fax Number:
8. Function/Meeting Title:	
9. Purpose/Description of Meeting or Function:	
10. Date/Time of Event:	11. Open to All Conference Delegates: (Yes or No) Invitation Only: (Yes or No)
12. Anticipated Number of Delegates:	
13. Room Setup <i>(subject to availability)</i> :	
14. Audio Visual Equipment Request:	
15. Is Food & Beverage service requested for this meeting? (Yes or No) If yes, please indicate the type of service that will be requested, e.g., refreshment break, reception, continental breakfast, lunch, etc.	

MEETING ROOM ASSIGNMENTS: Meeting room assignments will be provided on or after September 29, 2006. An "Affiliate Meetings" schedule will be distributed to the Brownfields 2006 Cosponsors, Planning Team members, and to organizations that have requested space or provided notification of functions. Functions that are "Open" to all conference delegates will be listed on conference signage and in the conference program guide if received prior to the program guide cut-off date. "Invitation Only" functions are not listed in the conference program guide but are listed on the "Affiliate Meetings" schedule. Conference staff will provide on-site logistics assistance to "Invitation Only" function delegates.

CATERING AND AUDIO VISUAL SERVICES: Facility catering and audio visual contact information for the facility assigned will be provided to the organization's planning contact listed on page 1. Catering and audio visual equipment requests and payment for these services must be coordinated with the facility contact provided. There is no charge for using the conference audio visual equipment that will be pre-set in assigned meeting rooms at the Boston Convention & Exhibition Center. If additional audio visual equipment is requested by an organization, audio visual contact information will be provided. Organizations requesting additional audio visual equipment or services will be responsible for placing these orders and for payment.

Organization contacts are responsible for the cancellation of all catering and audio visual equipment services requested through the assigned facility.

BOSTON'S UNIQUE VENUES: Explore Boston's unique venues for meetings and receptions online: <http://www.bostonusa.com/meet/meet.php>, click on Unique Meetings and Reception Sites and choose a category, special option, location, and/or time period. To obtain the most results, choose a category, and click on Search, then click on the venues link to obtain a description and contact information.

BROWNFIELDS 2006 HOTEL AND CONVENTION CENTER SPACE: To obtain hotel and convention center contacts for the Brownfields 2006 Hotels and the Boston Convention & Exhibition Center, please contact Jan at 708-783-1127 or jkourmad@comcast.net.

BROWNFIELDS 2006 MEETING SPACE CANCELLATIONS: Cancellations are requested as soon as an organization decides that space will not be required or no later than **October 30, 2006** for all Brownfields 2006 meeting space assignments. To cancel, please contact Jan at 708-783-1127 or jkourmad@comcast.net or Tony at 202-566-2758 or raia.anthony@epa.gov.

FUNCTION NOTIFICATION CANCELLATIONS: If a function is canceled, organizations are requested to notify Jan at 708-783-1127 or jkourmad@comcast.net or Tony at 202-566-2758 or raia.anthony@epa.gov of the cancellation. Canceling a function prior to the conference or on-site at the conference, will provide the conference delegates with the information needed to plan their daily schedules. **To provide notification of a function cancellation on-site at the conference, please report cancellations to the Conference Information Counter in the Registration area at the Boston Convention & Exhibition Center.**